

**FULL-TIME NATIONAL GUARD DUTY
VACANCY ANNOUNCEMENT
DRAPER, UTAH 84020-4999**

POSITION TITLE:	LOCATION:	CLOSING DATE:
Joint Message Center Operator	Joint Message Center	20 October 2016/1600
MOS: 25U, 25B preferred	Draper, Utah 84020	
MAXIMUM GRADE: E-6		
MINIMUM GRADE: E-3		

SALARY: FULL MILITARY PAY AND ALLOWANCES OF THE MILITARY GRADE OF SELECTEE.

TOUR OF DUTY: Initial tour of duty is until 30 September 2017. Follow on assignments will be contingent upon satisfactory performance and funding.

ENLISTMENT CASH BONUSES: Acceptance of an FTNG position may affect any bonus and/or educational assistance that may be payable.

DESCRIPTION OF DUTIES: Assists in the management and daily operations of the Joint Operations Center. Establishes and maintains cooperative working relationships with Federal, state and public agencies and military units within the state. Obtains and/or exchanges information pertinent to emergency support plans and activities of mutual interest or major concern. Evaluates, analyzes and disseminates information of interest to the JMC NCOIC, Adjutant General or his staff. Takes calls from Federal, state and the public on exchange of information and records all pertinent data. Relays information through various communications equipment to appropriate personnel. Notifies other agencies concerning the call as necessary. Records action taken, equipment assigned and other pertinent information in various databases. Monitors radio communications of law enforcement officers, fire department, and emergency operations. Examines, analyzes and interprets data from a variety of resources, i.e., interrelated electronic monitoring instruments, visual displays, area maps, news reports, and electronic mail to detect conditions of the area, either normal or abnormal. Maintains log records of activities occurring during the shift as a source of information for production reports, and operation efficiency status. Establishes, maintains and keeps updated the resources and operational functions/readiness of all JMC equipment once per shift. May participate with the JMC NCOIC in briefing key staff members on significant emergency situations and providing situational assessments requiring response and recommendations for appropriate action. Establishes priority of actions based on a variety of situations, and uses judgment when appropriate. In a minimum of time and without error, employee must be able to copy, validate, process, and relay the message to appropriate personnel. During joint forces exercises or actual emergencies, serves as a member of the JOC/JMC emergency response team to

provide support to either the Federal, state or public operations. Will perform various tasks, such as activating the JOC, exchanging information with other emergency response agencies, coordinating data collection and reporting, coordinating with field personnel, preparing briefings or situation reports, etc. Ensures all classified documents are properly prepared, reproduced, distributed and stored. Controls COMSEC information, material, and devices and is responsible for receipt, inventory, storage, issue, protection and destruction. Maintains overall security of the Joint Operations Center and performs entry control and escort procedures during assigned shift. Performs a wide variety of administrative services. Conducts studies to determine requirements for communication devices, office automation hardware and software. Ensures required publications are readily available. Types a variety of narrative and tabular correspondence from rough drafts and corrected copies. These items include forms, reports, statistical material, charts, etc. Uses a variety of automated systems in the office environment to store/retrieve/manipulate data with word processing, database management, spreadsheet and graphics software packages. Maintains knowledge of applicable current regulations on military intelligence which are only partially relevant and are supplemented by various secondary guides and keeps staff advised of changes. Keeps supervisor and command informed on current threats that have the potential to lead to a JMC/JOC response. May be required to attend special schools and/or conferences in support of new intelligence programs, training, and to assist in training for domestic operations. Performs other duties as assigned. Soldier will continue to attend IDT drills and Annual Training with the unit they are assigned to.

QUALIFICATION REQUIREMENTS: Applicants should have a good understanding of Soldier team development and be comfortable with mentoring and leading and small team sized elements. Must have practical knowledge of Windows Operating Systems, desktop PC / laptop and audio/visual experience with basic equipment (proximal, PowerPoint). Should possess a working knowledge of Intelligence systems. Must possess working knowledge of all Microsoft Office applications to include; Word, Excel, PowerPoint and Access. Knowledge of Federal, state, public sector, regulations, methods and procedures of the Joint Operations Center. Ability to handle a wide range of problems and situations. Knowledge of a wide range of communication devices (voice and hardcopy data) for receipt and delivery of information essential for the mission. Knowledge of maintaining security of all classified information (voice and hardcopy data) and security of the Joint Operations Center.

APPLICATION REQUIREMENTS:

1. Applicant must not have any physical limitations, and meet the Army Height/Weight Standards as prescribed in AR 600-9.
2. Must be available to attend additional training that may include TDY for up to 2 weeks at a time.
3. Must not have more than 15 years Active Federal Service at time of application.
4. Applicant must already obtain or be able to obtain a TS/SCI security clearance.
5. ETS cannot be within 6 months of orders start date

APPLICATION PACKET CONTENTS:

1. Copy of this Announcement
2. ARNG Form 1058-R (2 pages *must fill out both pages and have all required signatures)
3. Civilian resume
4. HRO ADOS Checklist (paragraphs need to be initialed with all three signatures at the bottom)
5. Copy of current MEDPROS IMR Record reflecting the following:
 - PHA within 12 months of ADOS start date
 - Negative pregnancy test (within 15 days of ADOS start date)
 - HIV 'green' in MODS (within 2 years of ADOS start date)
6. RPAM Statement
7. DA Form 705 (within 6 months of ADOS start date)
 - DA Form 5500/5501 (if applicable)
8. Last 3 NCOERs (NCOs) or 3 letters of recommendation (E4 and below)

Incomplete application packets will be returned to the Soldier without action:

Application packets must arrive at: Headquarters, 97th Troop Command / HRF, Attention: HRF S1 and JMC, Draper, Utah 84020-4999 on or before the closing date. Mailing of application packets using military postage is prohibited. Complete applications may also be emailed to ng.ut.utarng.list.hrf-s1@mail.mil and joseph.i.parker.mil@mail.mil.

Selectee will be ordered to Full-Time Military Duty under the provisions of Title 32 USC Section 502f. Questions concerning this position should be directed to MSG Parker, Joseph at Com: 801-432-4970 or email: joseph.i.parker.mil@mail.mil.

ALL APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT REGARD FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE OR GENDER.